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ASSIGNMENT BOOKLET 3A

PED0770 Career and Life Management

Module 3: Section 1 Assignment and Section 2 Assignment

FOR STUDENT USE ONLY	
Date Assignment Submitted: _____	(If label is missing or incorrect) Student File Number: _____
Time Spent on Assignment: _____	Module Number: _____

FOR OFFICE USE ONLY
Assigned Teacher: _____
Assignment Grading: _____
Graded by: _____
Date Assignment Received:

Student's Questions and Comments

Apply Module Label Here

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Please verify that preprinted label is for correct course and module.

Teacher's Comments
_____ Teacher

INSTRUCTIONS FOR SUBMITTING THIS DISTRIBUTED LEARNING ASSIGNMENT BOOKLET

When you are registered for distributed learning courses, you are expected to regularly submit completed assignments for correction. Try to submit each Assignment Booklet as soon as you complete it. Do not submit more than one Assignment Booklet in one subject at the same time. Before submitting your Assignment Booklet, please check the following:

- Are all the assignments completed? If not, explain why.
- Has your work been reread to ensure accuracy in spelling and details?
- Is the booklet cover filled out and the correct module label attached?

MAILING

1. Do **not** enclose letters with your Assignment Booklets. **Send all letters in a separate envelope.**
2. Put your Assignment Booklet in an envelope and take it to the post office and have it weighed. Attach **sufficient postage** and seal the envelope.

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2. All faxing costs are the responsibility of the sender.

E-MAILING

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Career and Life Management

Module 3

Career and Life Choices

ASSIGNMENT BOOKLET 3A

FOR TEACHER'S USE ONLY

Summary

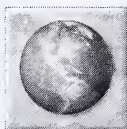
	Total Possible Marks	Your Mark
Section 1 Assignment	60	
Section 2 Assignment	40	
	100	

Teacher's Comments

Career and Life Management
Module 3: Career and Life Choices
Assignment Booklet 3A
Section 1 Assignment and Section 2 Assignment
ISBN 978-0-7741-2968-8

Alberta Education acknowledges with appreciation the Alberta Distance Learning Centre and Pembina Hills Regional Division No. 7 for their review of this Assignment Booklet.

This document is intended for	
Students	✓
Teachers	✓
Administrators	
Home Instructors	
General Public	
Other	



You may find the following Internet sites useful:

- Alberta Education, <http://www.education.gov.ab.ca>
- Learning Resources Centre, <http://www.lrc.education.gov.ab.ca>
- Tools4Teachers, <http://www.tools4teachers.ca>

Exploring the electronic information superhighway can be educational and entertaining. However, be aware that these computer networks are not censored. Students may unintentionally or purposely find articles on the Internet that may be offensive or inappropriate. As well, the sources of information are not always cited and the content may not be accurate. Therefore, students may wish to confirm facts with a second source.

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ASSIGNMENT BOOKLET 3A

CAREER AND LIFE MANAGEMENT: MODULE 3

SECTION 1 ASSIGNMENT AND SECTION 2 ASSIGNMENT

This Assignment Booklet is worth 100 marks out of a total of 200 marks for the assignments in Module 3. The value of each question is stated in the left margin.

Read all parts of your assignment carefully and record your answers in the appropriate places. If you have difficulty with an assignment, go back to your Student Module Booklet and review the appropriate lesson. Be sure to proofread your answers carefully before submitting your Assignment Booklet.

You can use a computer and word-processing program for many of these assignments. If you use a computer, be sure to attach a printed copy that has been proofread and is readable. Include your name, course name, and assignment number on each page.

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Section 1 Assignment: Knowing Yourself for the World of Work

In Section 1 of this module, you completed self-assessments to help you make career and life choices.

In Lessons 1, 2, and 3 of this section, you explored and assessed your abilities, competencies, skills, strengths, interests, and values. In the questions that follow, you will use what you have identified about yourself in these areas to develop a personal profile. The questions will guide you through the creation of a personal profile, which you can include in your career portfolio.

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1. Begin organizing your personal profile by completing the following tasks. Collect information you have recorded about yourself—evidence (certificates, letters, awards,) samples, inventories—for the areas indicated in the chart that follows.

Use the chart as a summary page of your collections. In the first column indicate the items you have collected to represent each area. Next explain why the items are important. Then assess what you have learned about yourself from these items. An example of the kind of items you can include in a collection is provided for you. Find at least one item for each area.

Do not submit your collections with this activity.

Area	List of Items in Collection	Why These Items Are Important	What I've Learned About Myself from These Items
Personality	<ul style="list-style-type: none">• personality descriptions		
Strengths			
Values			
Attitudes			
Interests			
Abilities			
Skills			

Your summary chart will be assessed according to the following criteria.

Assessment Criteria for Question 1	
The collection contains appropriate items that reflect each area.	7 marks
The student's description of why the items are important makes connections that can lead to career and life planning.	7 marks
The description of what was learned shows evidence of personal reflection and self-assessment.	7 marks

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2. Collect material for your personal profile by completing the following tasks.

The chart on the following page lists important work skills. Use your understanding of your strengths and experiences to complete the chart. Outline the experiences you have had that have contributed to the development of these transferable skills at school, home, and in the community. Indicate why these items are important and what you have learned about yourself from them. An example is provided for you.

Your chart will be assessed according to the following criteria.

Assessment Criteria for Question 2	
The student lists appropriate experiences that reflect the skill area and that show how the skill was developed.	6 marks
The student provides evidence of the skill development.	6 marks
The student's description of why the skills and items are important makes connections that are relevant to career and life planning.	6 marks
The student's description of what was learned shows evidence of personal reflection and thoughtful self-assessment.	6 marks

Skill Areas	Experiences Contributing to the Skill Development	Evidence Supporting that the Skill Was Developed	Why the Skills and Supporting Items Are Important	What I've Learned About Myself
Communication	I have one year on the debate team at school.	I received judges' comments from a debate meet.	They show that I have learned effective communication skills.	I can express my arguments clearly.
Independent thinking				
Flexibility and adaptability				
Sense of responsibility				
Ability to reason and solve problems				
Ability to work with other people				

When you have completed questions 1 and 2, continue where you left off on page 24 of the Student Module Booklet.

3. In Lesson 4 you explored your attitudes about learning. Use what you discovered to answer the following questions. Answer in complete sentences.

②

a. What positive attitudes do you have of yourself as a learner?

②

b. Do you have any negative attitudes toward yourself as a learner? Explain.

②

c. How have your attitudes toward learning affected your views of achieving success in life?

②

d. Explain what you can do to improve your attitude in these areas.

When you have completed question 3, continue where you left off on page 30 of the Student Module Booklet.

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4. In Lesson 5 you started to develop your career portfolio. At the end of the lesson, you were asked to create a list of those pieces of information you think will be effective additions to your portfolio and to explain what each piece shows. You were also asked to explain the value of including this information in your portfolio.

Polish your response to that question and write it in the space provided.

Assessment Criteria for Question 5	
<ul style="list-style-type: none"> • Pieces for the portfolio have been thoughtfully considered. • Explanations are clear. • The student has made a sincere effort to assess the value of including each piece of information. 	7 marks

[illegible]

(There is more room for your answer on the following page.)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines, typical of notebook paper. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

When you have completed question 4, continue where you left off on page 38 of the Student Module Booklet.

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Section 2 Assignment: Making Career Choices

In Section 2 you focused on your vision for your future by examining occupational profiles and choosing careers you are interested in. Your assignments for this section will ask you to identify where you see yourself now and in the future, and to explore occupational choices that interest you.

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1. Create **two** collages that illustrate your lifestyle and how you expect your life to look three years from now and ten years from now. Include answers to the following questions in your collages:

- Where will you be living?
- What type of dwelling will you live in?
- What type of transportation will you use?
- What will be your family situation?
- Who will be your friends?
- What recreational activities will you participate in?
- What will be your financial situation?
- What might be your occupation?

Assessment Criteria for Question 1	
The collages effectively address the range of lifestyle areas identified in the assignment.	3 marks
The information included in the collages is appropriate to the stage of life represented. For example, elements show school or new jobs, life with established job, family in the future.	3 marks
The collages focus on lifestyle elements associated with activities in the stages of life.	3 marks
The collages show evidence of change and growth.	3 marks
The collages have both textual and visual information that provides a strong visual impact.	3 marks

THREE YEARS

TEN YEARS

When you have completed question 1, continue where you left off on page 48 of the Student Module Booklet.

- 15 2. In Lessons 3 and 4 you explored occupations that interest you. Select the one occupation that interests you the most and create an occupational profile of it. Include the following details:
- name of occupation
 - a description of the type of work that is done
 - the personal requirements of the occupation
 - the level and type of education required
 - the level of experience required for entry into the occupation
 - the working conditions of the occupation
 - the expected level of pay for the occupation
 - the opportunities that may stem from this occupation
 - the future of the occupation relative to employment trends
 - any other relevant information

To complete the assignment, you must do library or Internet research. Provide a bibliography of the resources you used. You may also interview someone already working in the occupation. Attach your Occupational Profile to this Assignment Booklet. If you wish, you may word process your Occupational Profile and attach it to the assignment booklet.

Assessment Criteria for Question 2	
The occupational profile effectively addresses the range of information required by the assignment.	4 marks
The information included in the occupational profile is appropriate to the occupation selected. The profile is specific to the type of occupation, either an occupation that involves employment by a company or the public sector (business employee, nurse, teacher) or an occupation that involves owning a business or venture (self-employment, farming).	5 marks
Each area identified in the occupational profile is well researched.	1 mark
A range of sources are identified.	1 mark
The profile presents information in a clear and concise manner.	1 mark
The student identifies likes and dislikes about the occupation. The student defends these opinions by referring to researched information.	3 marks

When you have completed question 2, continue where you left off on page 64 of the Student Module Booklet.

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3. a. In Lesson 5 you were asked to describe the items you have selected to include in your portfolio and explain how each item is related to your career choices. Choose **three** of the items that you described. Polish your explanations of how each item is related to your career choices. Then write your response in the space provided.

Item #1: _____

Item #2: _____

Item #3: _____

4

- b. Which of the three items you described in question 3. a. best shows who you are and the positives you will bring to your career choice? Explain.

[illegible]

When you have completed question 3, submit Assignment Booklet 3A to your teacher and then continue where you left off on page 69 of the Student Module Booklet.

